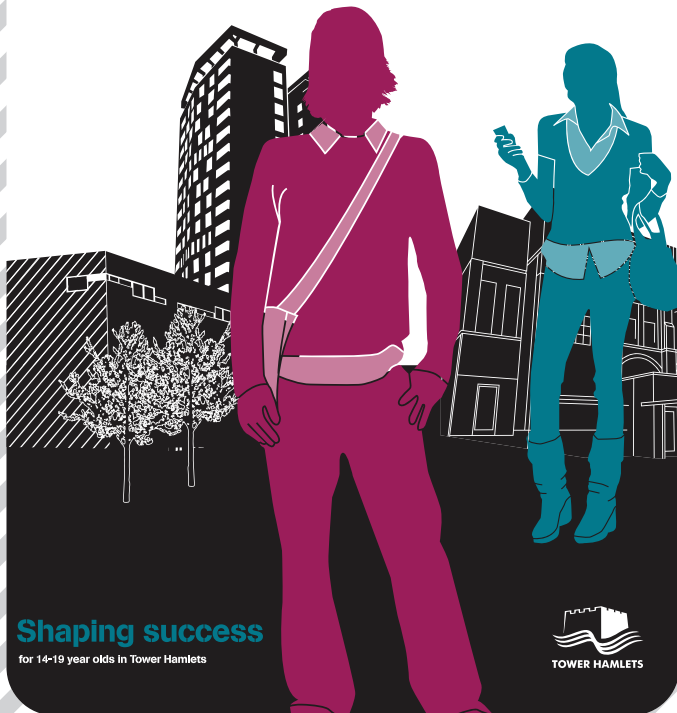




Finding your first job

A Guide for Young People in Tower Hamlets



If you are leaving school or college this summer and not going to university, what plans do you have for your future? Have you carefully considered how you will set about finding a job?

There are fewer jobs available now than at any time since you were born. You will face strong competition for vacancies – from other school leavers, university leavers and people made redundant recently, who may have more experience and qualifications than you.



Lots of local organisations are keen to help you find employment, offer training and ensure you are as prepared as possible to land your first job. Here are the details of some of them. Most of the services they offer to young people are **FREE** of charge but it is always wise to check first.

Apprenticeships in Tower Hamlets

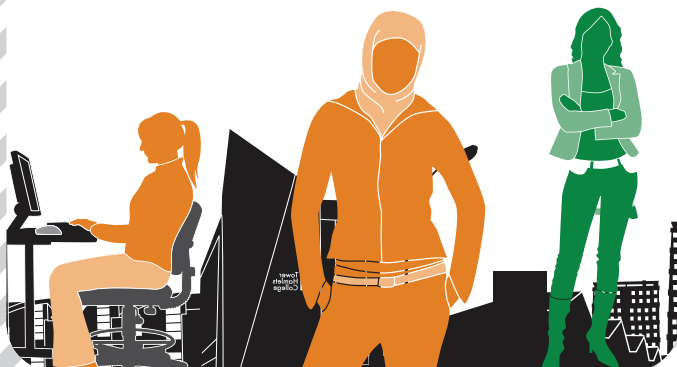
Aged 16-18 and keen to combine working with learning on the job? You may be suited to an Apprenticeship.

Apprenticeships last around 15 months and are available in Administration, Customer Service, Construction, Health and Social Care, Information Technology User and Youth Work. You could earn £500-£1,000 per month whilst you train for a recognised qualification that could lead to a permanent job.

020 7364 6495

www.thelearninghub.org

www.apprenticeship.org.uk



Employment Agencies

There are numerous commercial employment agencies which have details of job vacancies. Adecco, Reed and Manpower are a few of the names you might recognise. If they succeed in finding you a job, there will be no charge to you, the employer pays the agency's commission.

The Prince's Trust

Projects and short training programmes that can help you decide what you might like to do or build on your interests in say, sport, music, creative arts, cooking, community work – or maybe starting your own business.

London Regional Office

18 Park Square East

London NW1 4LH

0207 543 1400

webinfo@princes-trust.org.uk

princes-trust.org.uk

www.princes-trust.org.uk

London Olympics 2012

The London Olympics will offer lots of jobs and volunteering opportunities. Most jobs are likely to demand specific skills and experience but volunteering can give you valuable job-related experience that will put you in good stead for future employment.

www.london2012.com

Newspapers

Don't forget that national and local newspapers, including the *East London Advertiser* and *East End Life*, carry details of job vacancies. It is worth checking these to see what's available.

Your Next Step

Guide to all 16-19 learning opportunities in Tower Hamlets. Pick up a copy at your school, college or Connexions, or find it on www.thelearninghub.org

Community Hubs

Job search, advice, guidance, training and volunteering opportunities. Your local Community Hub will be based in a community centre or organisation close to where you live.

Bromley-by-Bow Centre

St Leonards Street, E3 3BT
020 8709 9745
employment@bbbc.org.uk
www.bbbc.org.uk

Limehouse Project

Cheadle Hall, Cheadle House
Copenhagen Place, E14 7EY
s.queshi@limehouseproject.org.uk
020 7538 0075
www.limehouseproject.org.uk

Old Ford Housing Association

Vernon Hall
564 Roman Road, E3 5ES
020 7364 5814
amina.begum@circleanglia.org

Poplar HARCA

Employment and Training

Trusler Hall, 78 Grundy Street, E14 6DR
020 7510 9781
www.poplarharca.co.uk/
employmentandtraining

Connexions

Connexions provides the careers advice and guidance service for young people in Tower Hamlets. It offers details of the latest job vacancies as well as information, advice and guidance on career choices, qualifications and courses open to you. Help with your job hunting skills and ongoing support, if you need it, from a personal adviser, who will work with you on a one-to-one basis.

Tower Hamlets Connexions

35 Bow Road, E3 2AD
Mon-Fri 9am – 5pm
020 8983 3535

ELBA (East London Business Alliance)

ELBA's expertise is in linking businesses to local people through a range of initiatives. Its JobsNextDoor website (www.jobsnextdoor.co.uk) can help you match your skills and interests to real jobs across East London. It also runs an award-winning Real Apprentice scheme. This is an 11-week work placement programme linked to MITIE, the property services company, and Macquarie Bank. Those who successfully complete the scheme are offered a permanent job.

020 7068 6950
info@elba-1.org.uk
www.elba-1.org.uk

Employment Solutions at Tower Hamlets College

Employment Solutions is a specialist unit at the College designed specifically to help local people into employment. It works very closely with Jobcentre Plus, Skillsmatch and other organisations to ensure all job seekers

find the help they need. It offers a wide range of short courses including hospitality/customer care, financial services, IT, and becoming a successful office temp, all linked to existing and future vacancies that employers have said they need to fill. Also free job preparation, help with CVs, job applications, practice interviews and job search, including use of internet. The College's Advice Solutions team has a dedicated team of Employment Support Workers experienced in helping young people progress to work or appropriate further training, including Apprenticeships.

Advice Solutions

Tower Hamlets College
112-114 Poplar High Street, E14 OAF
020 7510 7777
advice@tower.ac.uk
www.tower.ac.uk

The National Skills Academy for Financial Services

155 East India Dock Road, E14 6DA
020 7510 7642
lipi.begum@tower.ac.uk
www.tower.ac.uk

George Green's Youth Services

In partnership with Skillsmatch, tailored help to move from school or college into employment. This includes training and work experience placements as well support with looking and applying for a job.

St Andrew's Wharf Youth Centre

Britannia Road/Masthouse Terrace,
E14 3RW
Every Thursday 10am – 6pm
07507 858966
clare.coombe@towerhamlets.gov.uk

Or

In partnership with Jobs Market, a similar programme of help and support.

Cubitt Town Youth Project

Every Wednesday 6pm – 9pm
Stewart Street, E14 3JH
07958 956417
srobertson@seedtimeprojects.org.uk

Jobcentre Plus

Jobcentre Plus is a service for people of working age, who are looking for work or need to claim a benefit. As part of the Department of Work and Pensions, you can access Jobcentre Plus and all government services through www.direct.gov.uk It's an ideal starting point to tell you what jobs and help are available locally, including ongoing support, advice, training and financial help, including benefits. If you're 16 or over you may be able to claim certain benefits or tax credits. If you're over 18, you may qualify for Jobseekers Allowance or Flexible New Deal. For more information visit your local Jobcentre Plus office or Connexions.

Find your local Jobcentre Plus office at
www.jobcentreplus.gov.uk/JCP/Aboutus/
Ouroffices/Search/LocalOfficeSearch.aspx

To make a new claim for benefit call
0800 055 6688

Looking for work? Search online at
www.jobcentreplus.gov.uk
or call 0845 6060 234 open
Monday to Friday 8am – 6pm
Saturday 9am – 1pm

Skillsmatch

Skillsmatch is part of London Borough of Tower Hamlets Council and is an award-winning job brokerage service for borough residents. Supported by Canary Wharf Group, it works closely with a number of partner agencies and employers to give Tower Hamlets residents the best chance of securing worthwhile jobs and for employers to fill their vacancies. Skillsmatch can offer job seekers free job support and tailored courses of varying length in a range of different career sectors. Some of our programmes are specifically designed to enable young people to build their skills, experience and confidence.

30 South Colonnade
Canary Wharf, E14 5EZ
020 7364 3727
skillsmatch@towerhamlets.gov.uk
www.towerhamlets.gov.uk/lgs/301-350/343_employment_and_training_in/skillsmatch.aspx

Step Forward

A free service to young people aged 11-25 including careers information, advice, guidance, personal development and volunteering opportunities.
234 Bethnal Green Road, E2 OAA
020 739 3082
info@stepforward-web.org
www.stepforward-web.org

Volunteer Centre Tower Hamlets

Volunteering is a great way to improve your work-related skills whilst you look for a job. It might even lead you to your dream career – and it will improve your CV. Some volunteering opportunities are linked to training that can help you get on your chosen career path.

Volunteer Centre Tower Hamlets

First Floor, Norvin House
45-55 Commercial Street E1 6BD
020 7377 0956
info@vcth.org.uk
www.vcth.org.uk

Some other sources of help:

Choice Jobs

Website advertising the latest relevant job and training opportunities.
www.mychoicelondon.co.uk

Jobs4u

Website from Connexions, the careers and guidance service for young people. It provides details of latest job vacancies plus tips and advice on career choices.
www.connexions-direct.com/Jobs4u